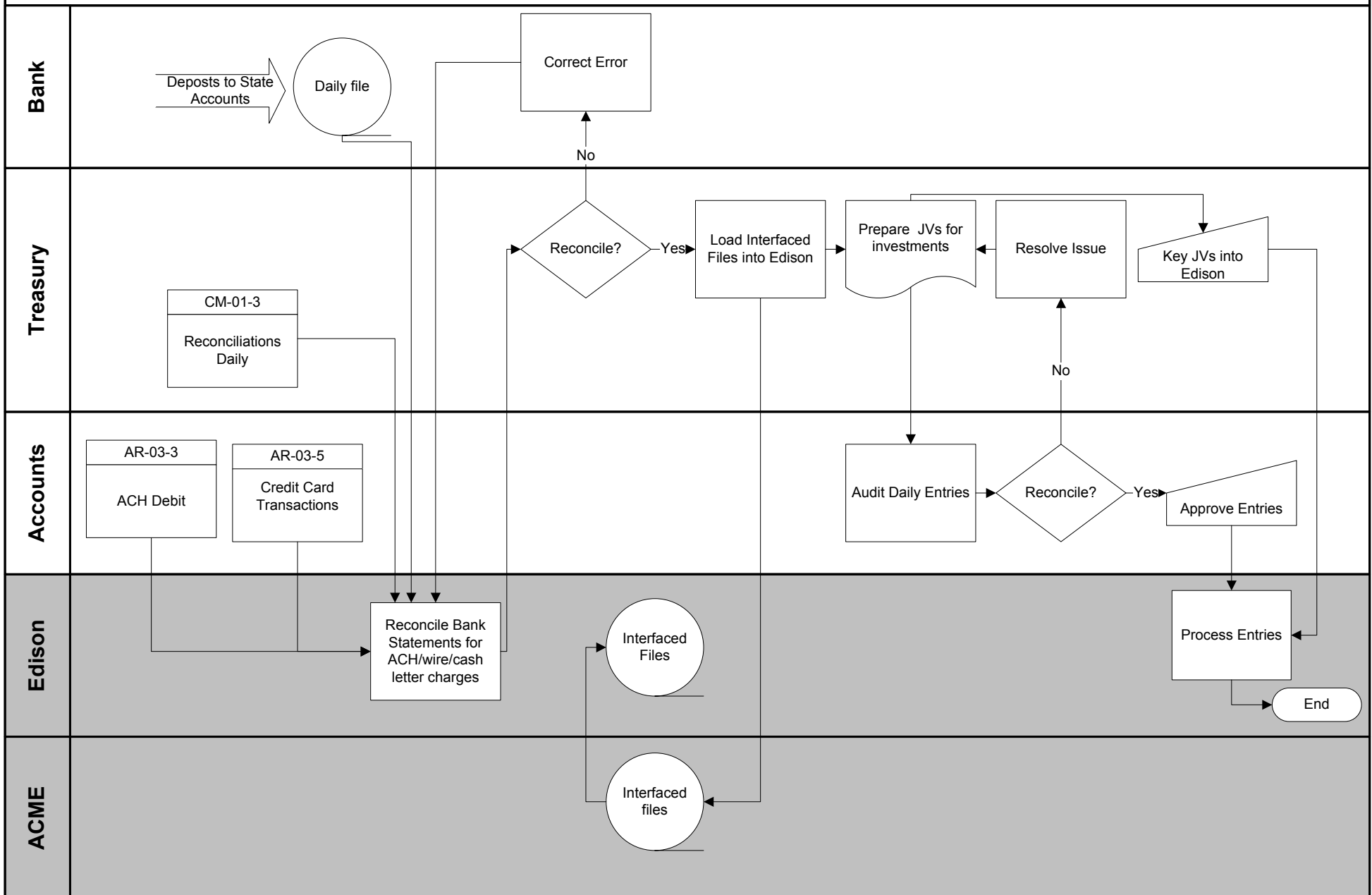
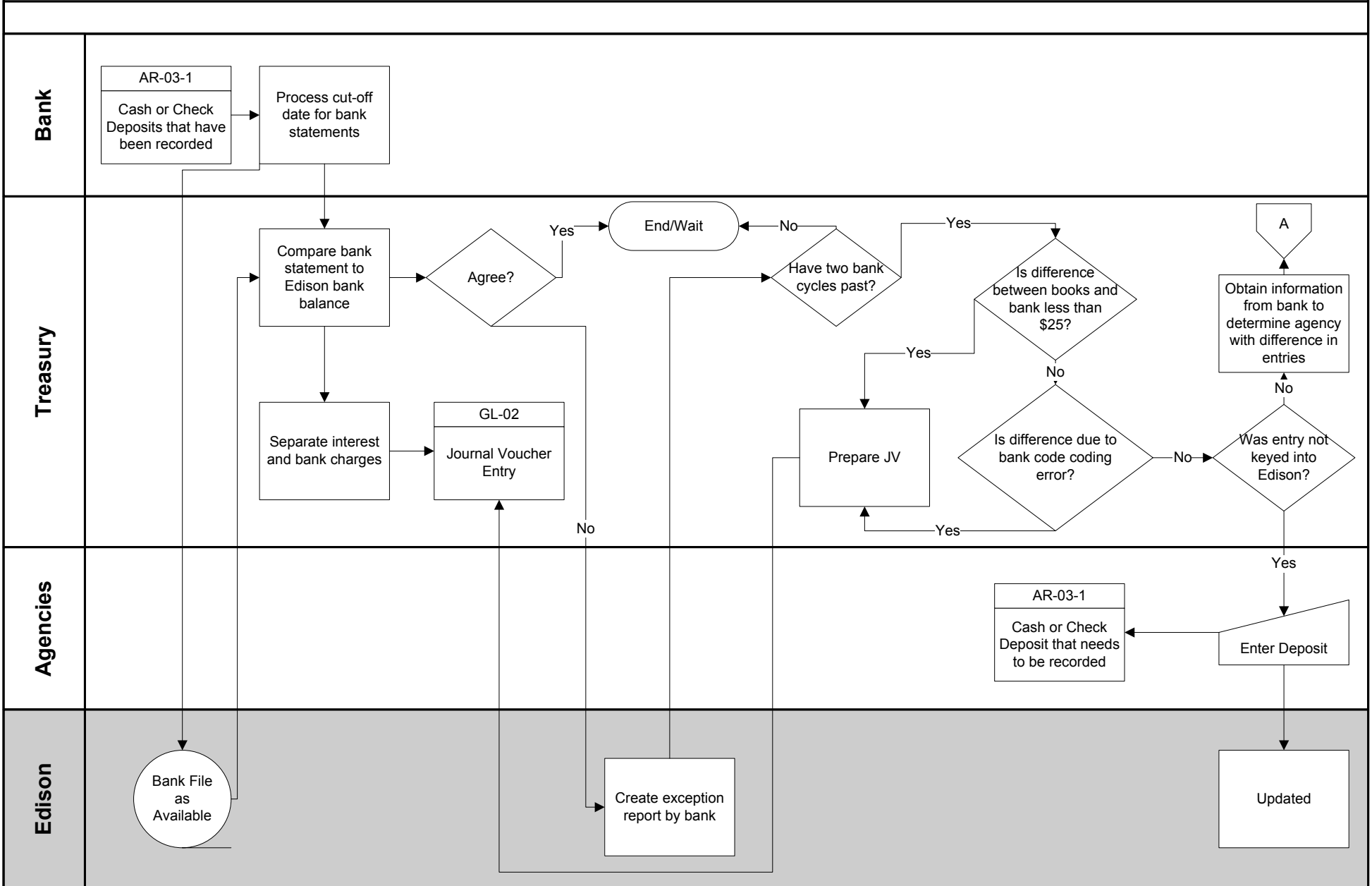
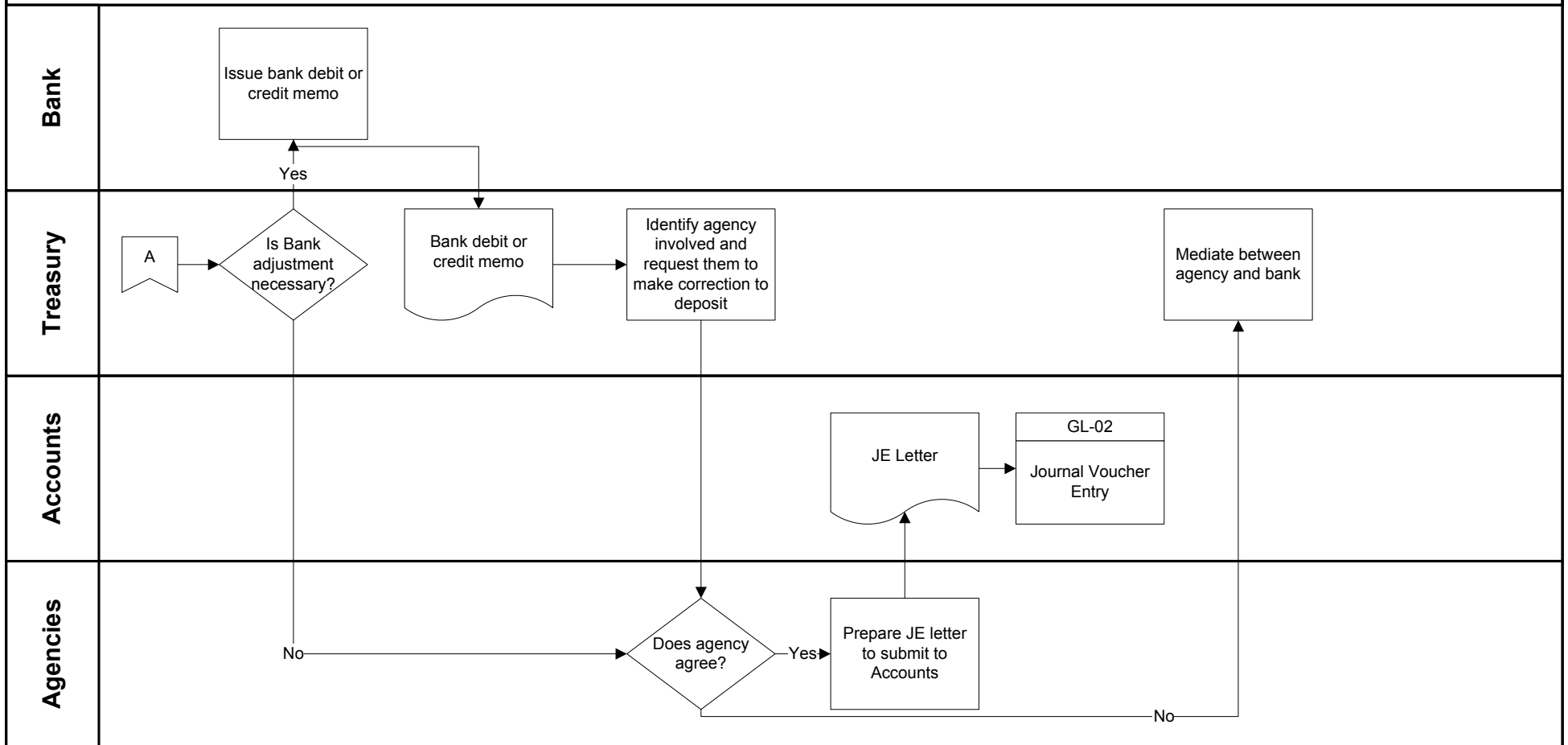


Process: Cash Management
Sub-Process: CM-01-1 Daily Reconciliation of Lead Bank and Federal Reserve
Prepared By: Project Edison – State of Tennessee

File: To Be CM-01-1 Recon Daily
Date: 10/21/05
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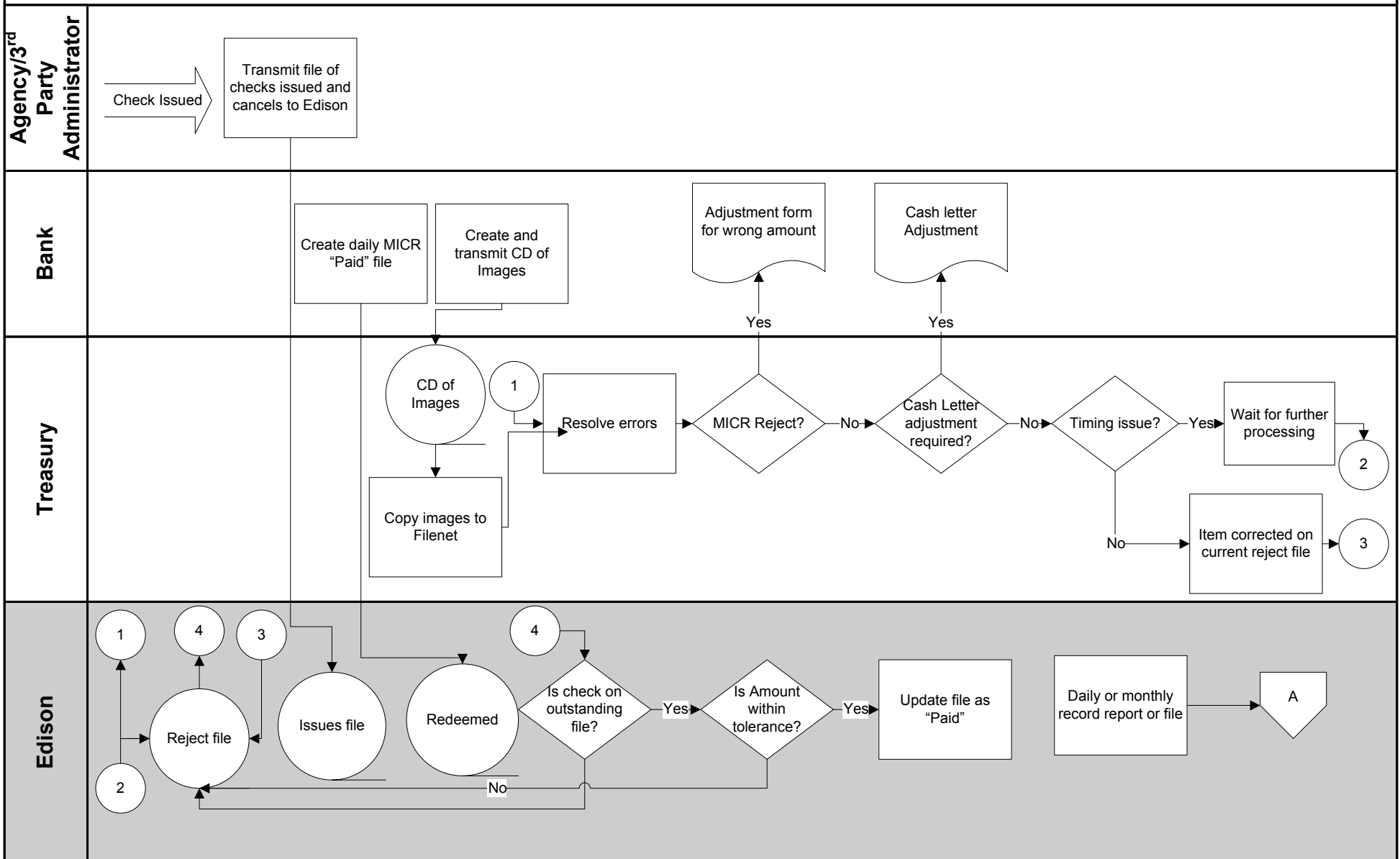






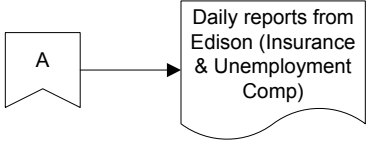
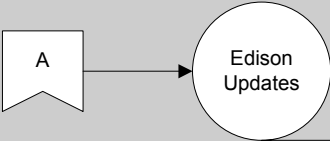
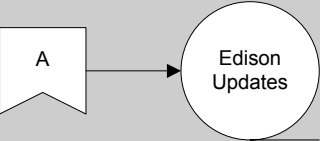
Process: Cash Management
Sub-Process: CM-01-3 Reconciliations-Checks
Prepared By: Project Edison – State of Tennessee

File: To Be CM-01-3 Recon Checks
Date: 10/21/05
Page: 1/2



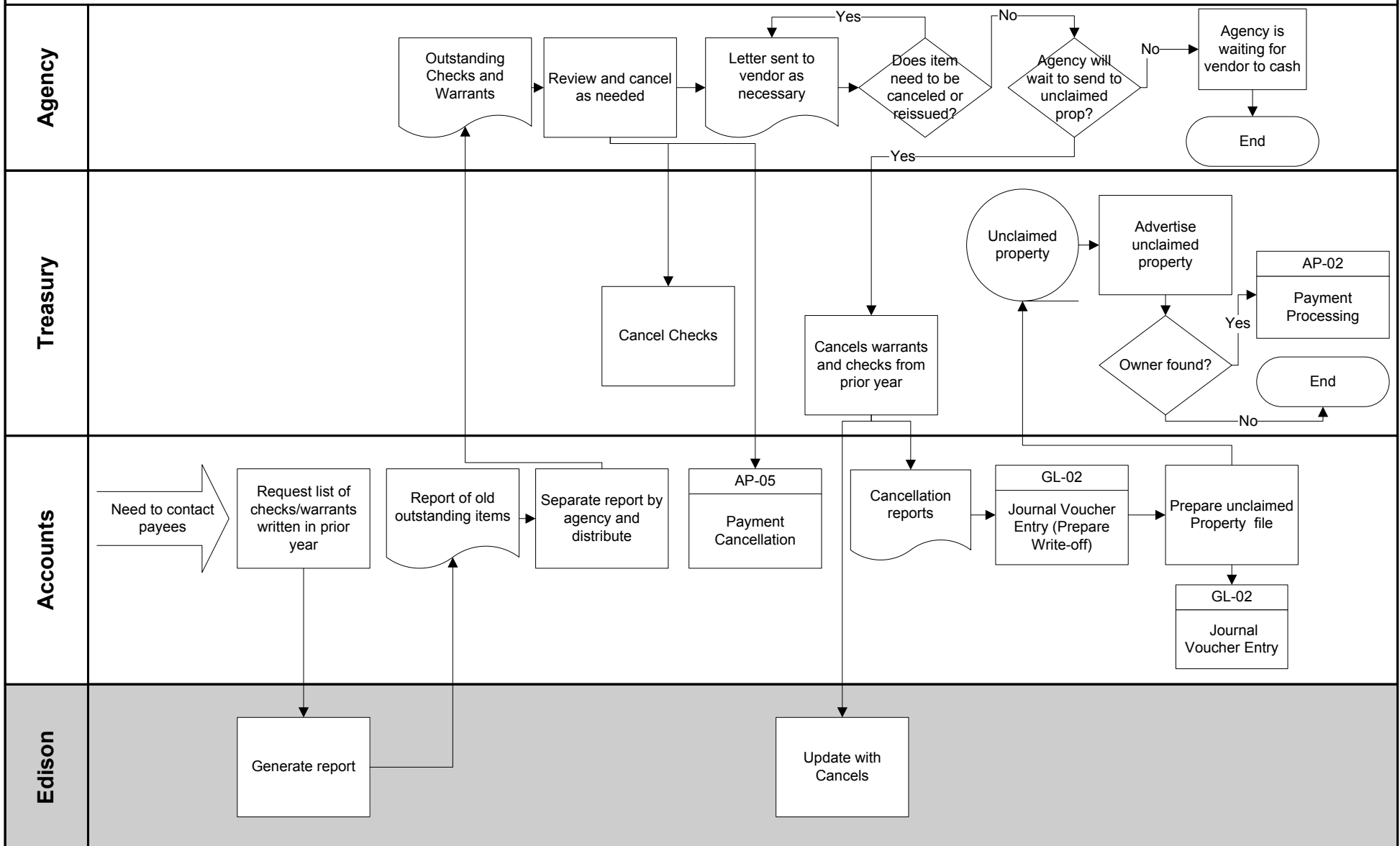
Process: Cash Management
Sub-Process: CM-01-3 Reconciliations-Checks
Prepared By: Project Edison- State of Tennessee

File: To Be CM-01-3 Recon Checks
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Agencies	
Retirement	
DHS- Child Support	

Process: Cash Management
Sub-Process: CM-01-4 Reconciliations-Checks Write-off
Prepared By: Project Eddison – State of Tennessee

File: To Be CM-01-4 Recon Checks Write-off
Date: 10/21/05
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Process Name: Cash Management		Process Identifier: CM	
Sub-Process Name: Reconciliations		Sub-Process Identifier: CM-01	
Sub-Process Purpose and Objectives: To reconcile cash in bank.			
Sub-Process Description: Project Edison will collect the necessary information to properly reconcile cash in bank. A monthly bank statement or file, and daily debit/credit memo statements are received from the respective banks by Treasury. Additionally, Project Edison produces a deposit file to be used in the reconciliation of cash in bank. Treasury uses this information to reconcile electronic funds from the ACH process to begin the reconciliation process. Treasury sends identified reconciling items to the respective agencies for review and resolution. They also send a copy of these reconciling items to Statewide Accounting (Accounts) for review. If the reconciling item is an unrecorded deposit, the agency records the deposit. Otherwise, the agency sends the resolution of reconciling and memo items to Accounts, who will record and post the adjusting Journal Voucher entry in Edison. If the responsible agency cannot be identified for the reconciling item, Treasury researches the item for a reasonable period of time. If the item is not identified by this time, it is written off by Journal Voucher entry, which is reviewed and posted by Accounts. Treasury uses Edison to control the redemption of checks and warrants. Edison will validate that the check/warrant is on the valid outstanding list and that the check/warrant amount is the correct amount (or within acceptable tolerance). Late in June of each year the checks/warrants that were issued in the prior fiscal year are purged from Project Edison and written off. The written off items are then transmitted to Unclaimed Property in Treasury to be advertised as being unclaimed.			
Sub-Process Trigger(s): <ul style="list-style-type: none">• Deposits to State depositories• Checks and warrants written against the state account		Key Sub-Process Participants: <ul style="list-style-type: none">• Division of Accounts• Agencies• Treasury	
Inputs:			
Input	Format	Volume/Time	Suppliers
Deposits	Electronic	20,000 per month	Agencies
Bank Statements	Electronic/paper	70 Per month	Banks
Warrants/checks written	Electronic	100,000 per month	Agencies
Outputs:			
Output	Format	Volume/Time	Recipients
Reconciled bank account	Electronic	80 per month	Agencies

Process Name: Cash Management		Process Identifier: CM	
Sub-Process Name: Reconciliations		Sub-Process Identifier: CM-01	
Performance Measures Tracked:			
Measure	Current Value	Target Value	
Accounts balanced monthly by following month end		2 weeks of receipt of bank statement	
Reconcile warrant/ACH redemptions	Daily	Daily	
Law, Policy, or Statute Site That Govern Sub-Process:			
Law, Policy, or Statute			Change Required (Yes/No)?
Key Assumptions:			
<ul style="list-style-type: none"> That the larger banks will be able to supply a bank statement in electronic format 			
Improvements:			
<ul style="list-style-type: none"> Automate bank statement reconciliation 			
Change Management Concerns:		Communication Actions:	
<ul style="list-style-type: none"> Treasury staff will need to use a new process for reconciling bank statements 		<ul style="list-style-type: none"> Request banks to begin sending up an electronic file Train Treasury staff on reconciling bank statements In Edison 	
Eliminated Non-Core Systems:			
<ul style="list-style-type: none"> 			